

The Alabama National Guard Technician Personnel Manual for Supervisors

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This publication is a major revision to the Technician Personnel Manual (TPM) for Supervisors. The manual was updated through a collaborative effort by subject matter experts in Joint Force Headquarters Human Resources Office (JFHQ AL-HRO). It supersedes the Technician Personnel Manual for Supervisors, dated January 1999.

Effectively managing the workforce is a critical responsibility of all supervisors at every level in the organization. The TPM provides comprehensive information and guidance related to managing human resources. The TPM is derived from federal statutes, laws, and regulations, and applies to all Technicians employed with the Alabama Air and Army National Guard. Although the TPM serves as a single point of reference, the entirety of statutes, laws, and regulations, along with any current and approved Collective Bargaining Agreement (CBA) must be considered to properly manage the Technician workforce. The HRO is the Office of Primary Responsibility (OPR) for the TPM, and is the focal point for all human resources matters.

Summary of Changes: Performance Appraisal Program, to include five-tier rating scale and automated NGB Form 430; clarification of Administrative Leave policies; updates to the Family Medical Leave procedures; Compensatory Time for travel.

Comments and suggested improvements to this manual may be submitted directly to the Deputy Human Resources Officer, ATTN: NGAL/HRO, P.O. Box 3711, Montgomery, AL 36109-0711.

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